

Summary of the Board of Directors Teleconference September 24, 1998

The Board of Directors of the National Environmental Laboratory Accreditation Conference convened by teleconference on Thursday, September 24, 1998 at 1:30 p.m. The meeting was led by the Board chair, Dr. Ken Jackson. The action items are shown in Attachment A and the list of participants are shown in Attachment B.

Approval of Minutes

The minutes of the August 27, 1998 meeting were approved with minor amendments which served to clarify the nature of previous action items and assignments.

Committee Liaison Reports

Ms. Betsy Dutrow reported that the PT Committee will be sending a letter today containing comments to EPA on the Federal Register Notice from the Office of Water on PT samples. Ms. Silky Labie announced that the Quality Systems Committee has scheduled face-to-face meetings for November 9 & 10, 1998 in Annapolis, MD. For the benefit of the Quality Systems liaison, Ms. Dutrow also reported that the EMMC is preparing comments on Chapter 5 and that these should be available to the Committee soon..

NELAC, the video

The NELAC video is scheduled to be shown on October 7, 1998 at 12:30 p.m. Sites for viewing the presentation are listed on the EPA website (www.epa.gov/oar/oaqps/eog/schedule.html). Ms. Dutrow announced that a room has been reserved in the Ariel Rios Building in DC for interested Federal, State and local government personnel to view the video while a room in EPA's Waterside Mall is available for non-governmental attendees. A room has also been reserved in the Research Triangle Park for participants and others who wish to view the video.

Policy on Liaison

The Board discussed the Policy on Board Liaison to Committees. A change was proposed to delete the first sentence of number 6 and to change the remaining sentence to read, "Interim or deliberative comments and positions will not be disclosed due to the possibility of misinterpretation by the liaison to the Board." The Board approved the policy as amended.

Results of EMMC Policy Council Meeting

Ms. Dutrow reviewed highlights of the recent EPA Environmental Monitoring Management Council (EMMC) Policy Council Meeting. The Policy Council, led by EPA's Deputy Administrator Fred Hansen, met to consider requests for funding on two separate matters: 1)

development of training for NELAC laboratory assessors and provision of instruction for government and private personnel in performance-based monitoring systems (PBMS) and 2) enhancement of NELAP's annual budget to accommodate NELAP's increasing duties such as database management and full implementation of the NELAC standards. Direction was given to develop NELAC laboratory assessor training with the involvement of the private sector (especially in ensuring funds are committed by this sector). The EMMC Steering Committee was directed to work on options for accomplishing this.

Upcoming Accrediting Authority Assessments

Ms. Dutrow reported NELAP has completed three on-site assessments in Colorado, New York and New Jersey. New Hampshire's audit is scheduled for November and Illinois, Florida and Virginia audits are ready to be scheduled. Kansas and California are now undergoing their technical review. Dr. Jackson asked about Utah's audit. Ms. Dutrow stated that at the present time it was "on hold" due to the resignation of the Region 8 Lead Regional Assessor. She stated that Mr. Tony Medrano has been appointed in Region 8 to succeed Mr. Edmonds. Ms. Barbara Finazzo said she will work with the Regions to make sure all accrediting authority application reviews are proceeding in a timely manner.

Committee Membership

Ms. Carolyn Cross reported that a letter explaining the appointment of members process had been sent to all the Committee Chairs. They have been contacted and are working on appointing new members and setting rotation dates for their present members.

Schedule for Editorial Revisions to Standards

Mr. Gene Tatsch reported that proposed changes to the 1998 standards in time for the Interim meeting in January 1999 will be complete and ready for posting on the website around November 25, 1998. Editorial changes to the current 1998 standards are being finished; edited standards will be printed in bound copy.

Streamlining of Voting

This item was postponed and will be put on the agenda for the next meeting.

Intergovernmental Task Force on Monitoring Water Quality

Dr. Jackson reported on a visit he had from Mr. Herb Brass, Co-chair, Methods Data Comparability Board, Intergovernmental Task Force on Monitoring Water Quality. The lead agencies of the task force are EPA and USGS. Mr. Brass felt there should be interface with NELAC. Dr. Jackson suggested that Mr. Brass be invited to give an overview of the task force to the Board. The Board agreed and suggested that Mr. Joe Slayton and Mr. Steve Baker be invited to hear Mr. Brass' presentation.

Outreach Activities

Dr. Jackson gave a brief overview of the outreach activities. Due to a lack of time, no further discussion was held on this matter. This item will be put on the agenda for the next meeting.

**Action Items
Board of Directors Teleconference
September 24, 1998**

Item No.	Action	Date Completed
1.	Ms. Carolyn Cross will provide logistics for the RTP video presentation to Ms. Batterton and Dr. Jackson.	Completed
2.	Mr. Ron Cada will make the proposed changes to the Policy on Liaison and will submit it to Ms. Betsy Dutrow. Ms. Dutrow will print the policy and distribute it to the committee chairs and Board members.	Completed
3.	Board members were asked to think about possible sources of funding for training curriculum development for assessors.	On-going
4.	Ms. Finazzo will check with the Regions on the status of the audits for state accreditation.	Completed (Ms. Finazzo will check with Betsy Dutrow on the Utah Technical Review status)
5.	Dr. Jackson is to invite Mr. Herb Brass to give an overview of the Task Force on Monitoring Water Quality. He will also invite Mr. Joe Slayton and Mr. Steve Baker to listen to Mr. Brass' presentation.	On-going

Incomplete Action Items from Past Teleconferences

Item No.	Date of Teleconference	Action	Date Completed
1.	7/30/98	Carol Batterton will report on her contacts with ECOS.	Completed
4.	7/30/98	Ken Jackson, Jeanne Mourrain, and Ron Cada will prepare a draft policy on committee liaison.	Completed
10.	7/30/98	Ken Jackson will invite Mr. Zahnizer to be the NELAC historian, and will suggest the names of several individuals who have a long association with NELAC and its predecessors.	Completed
11.	7/30/98	Ken Jackson will draft a response to Fred Hansen's letter of 6/26/98.	Completed
13.	7/30/98	The Transition Committee will review and clarify the issue of supplemental requirements.	Ongoing
14.	7/30/98	Betsy Dutrow will poll the chairs on the issue of moving the NELAC meeting cycle from Winter/Summer to Spring/Fall.	Ongoing - comments still coming in
15.	7/30/98	The issue of revising the voting process will be discussed in the next meeting.	Agenda Item for 10/29/98 Teleconference
5.	8/27/98	Mr. Bob Runyon will send the Region 2 recommendation for compression of the time of training to the Board for comment.	Ongoing
6.	8/27/98	Mr. Runyon will send a copy of the proposed training recommendations to the On-site Assessment Committee.	Ongoing
7.	8/27/98	Ms. Mourrain will prepare a response to the other issues addressed in Dr. Bradford's letter.	Ongoing (Fred Siegelman)

**List of Participants
Board of Directors Teleconference
September 24, 1998**

Name	Affiliation	Telephone Numbers
Dr. Ken Jackson, Chair	NY Dept. of Health	Tel.: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org
Dr. Jim Pearson, Chair-elect (Absent)	Virginia Div. of Consolidated Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 e-mail: jpearson@dgs.state.va.us
Ms. Carol Batterton, Past-Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us
Dr. Charles Brokopp (Absent)	UT Division of Laboratory Services	Tel: 801-584-8405 Fax: 801-584-8486 email: cbrokopp@state.ut.us
Dr. Ron Cada	CO Dept. Of Health	Tel: 303-692-3096 Fax: 303-344-9989 email: ron.cada@state.co.us
Ms. Betsy Dutrow, Executive Secretary	USEPA, ORD	Tel: 202-564-9061 Fax: 202-565-2441 e-mail: dutrow.elizabeth@epamail.epa.gov
Ms. Barbara Finazzo	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 e-mail: finazzo.barbara@epamail.epa.gov
Dr. Charles Hartwig (Senior Advisor to the Board)	FL Dept. of Health	Tel: 904-791-1550 Fax: 904-791-1567 e-mail: charles_hartwig@doh.state.fl.us
Dr. Gary King	New Mexico Legislature	Tel: 505-872-3508 Fax: 505-872-6827 e-mail: lgkgking@nm.net
Ms. Silky Labie	FL Depart. of Environmental Protection	Tel: 850-488-2796 Fax: 950-922-4614 E-mail: labie_s@dep.state.fl.us

Ms. Jeanne Mourrain, Director (Absent)	USEPA, ORD	Tel: 919-541-1120 Fax: 919-541-4261 e-mail: mourrain.jeanne@epamail.epa.gov
Ms. Jackie Sample	U.S. Navy	Tel: 843-743-8673 Fax: 843-743-8668 e-mail: sample_jackie_h@hq.navsea.navy.mil
Ms. Nancy Wentworth (Invited Guest)- Absent	USEPA, ORD	Tel: 202-564-6830 Fax: 202-565-2441 e-mail: wentworth.nancy@epamail.epa.gov
Dr. Gene Tatsch (Contractor)	RTI	Tel: 919-541-6930 Fax: 919-541-7386 e-mail: cet@rti.org
Ms. Carolyn Cross (Recorder)	USEPA, ORD	Tel: 919-541-3151 Fax: 919-541-4261 e-mail: cross.carolyn@epamail.epa.gov